

ACCOMMODATION FOR LSE SUMMER SCHOOL 2017

TERMS AND CONDITIONS

The below Terms and Conditions apply to all bookings made using the LSE Residential Services website <http://residences.lse.ac.uk/lsesummer/> in relation to the LSE Summer School 2017.

We strongly recommend that you read the Terms and Conditions before making a booking as, when you complete your booking, you agree that you have read and agree to be bound by these Terms and Conditions. You also agree to be bound by the LSE Summer School Residences Regulations at Annex A.

1. DEFINITIONS

In these conditions the following definitions apply:

The term "**You**" means any person, making a booking for accommodation in LSE accommodation as a participant in the LSE Summer School 2017.

"The **School**" or "**LSE**" means the London School of Economics and Political Science.

2. YOUR BOOKING

Your booking must be made online through [LSE for you](#)

Only course offer holders of the LSE Summer School 2017 may make bookings in a residence that hosts LSE Summer School allocated accommodation. If you withdraw from the programme, you are not entitled to stay in LSE accommodation.

We endeavour to provide accommodation to LSE Summer school students. However, this is subject to availability and we are unable to guarantee accommodation for all registered LSE Summer school students. If you intend to attend more than one session of the LSE Summer School, each booking will be treated as a separate booking. These Terms and Conditions will apply to each booking.

All payments are due in full at the time of the booking unless otherwise stated.

Once the LSE receive full payment, you will receive confirmation of your booking within 72 hours. All booking confirmations are made in written electronic form.

In the event that payment is not received by the stated deadline, the LSE reserves the right to cancel your booking/s. If you choose to pay by bank transfer, we must receive the remittance or proof of transfer by email to residences.summerschool@lse.ac.uk within 48 hours of making the reservation as a failure to send this will result in the booking being cancelled.

3. PAYMENT CURRENCY

All prices are quoted in British Pounds Sterling. You should make payment by credit or debit card. For alternative methods of payment, such as bank transfer or bank draft, please follow the instructions during the online booking process. International transfers incur a cost; please ensure you factor in your bank's fees.

Please note that using payment methods such as bank transfer or bank draft will delay dispatch of email confirmation of your booking, as booking confirmations will only be provided once cleared funds are received. When paying by bank transfers or bank drafts, please remember to pay any transaction charges.

If you choose to pay by bank transfer, we must receive the remittance or proof of transfer by email to

residences.summerschool@lse.ac.uk within 48 hours of making the reservation as failure to send this will result in the booking being cancelled.

4. MODIFICATIONS

To amend your booking, please contact the Central Reservations Office using our [contact us](#) form or call +44 (0) 207 955 7676.

We will endeavour to accommodate your request where possible. All amendments must be made in writing and by the primary booker only. Modifications are subject to availability and may incur additional charges; any additional charges incurred are due immediately.

There will be no refunds for any modifications which are made less than thirty (30) days in advance of arrival.

5. CANCELLATIONS

Cancellation of bookings will only be accepted in writing from the person who made the booking and is not effective until received and acknowledged by the Central Reservations Office. Cancellation of a study programme with the LSE Summer School does not alone constitute a cancellation of an accommodation booking. You must advise us by completing our [contact form](#) in addition to withdrawing from your study course. All notices of cancellation must be sent by completing our [contact form](#). Cancellations by telephone are not accepted.

If you intend to attend more than one session of Summer School, each accommodation booking will be treated as a separate booking. The cancellation policy will apply to each booking.

The LSE may cancel any booking provided that notification of such a cancellation is given to the applicant prior to the arrival date. In the event that the School cancels a booking, the LSE shall not incur any liability to you whatsoever other than the return of any money paid.

Please be aware that the LSE operates a relocation policy. If a room is unavailable on arrival (except due to an event beyond our reasonable control, see statutory rights section below) then, we will either:

1. Provide a room in another LSE Residence and pay the reasonable cost of transport to that alternative Residence; or
2. At your request, or, if in our reasonable opinion there is no suitable alternative LSE Residence accommodation available, cancel your booking and refund you the money you have paid for the unavailable room(s).

You are advised to insure yourself against the possibility of cancellation.

Accommodation fees will be refunded in accordance with the terms set out below:

Date of cancellation	Accommodation fee refund (%)
60+ days before arrival	90
59-30 days before arrival	50
Less than 30 days before arrival	No refund

6. FAILURE TO ARRIVE

In the event that you fail to arrive to the accommodation on the specified arrival date and you fail to [advise us](#) of your late arrival or cancellation, you will forfeit 100% of the fee paid and your booking will be cancelled. The School shall be under no obligation to re-let or attempt to re-let the accommodation. The School reserves the right to re-let any accommodation where you have failed to arrive within 24 hours of the expected arrival date.

6.1 WITHDRAWAL OR CANCELLATION FROM SUMMER SCHOOL

Cancellation of a study programme with the LSE Summer School alone does not constitute a cancellation of an accommodation booking. You must advise us by completing our [contact us](#) form letting us know of your withdrawal from the Summer School programme as indicated in paragraph 5.

If you withdraw from Summer School 2017 after check-in, you are required to vacate your accommodation within 24 hours of withdrawal from the programme, and the cancellation charge will equal to the full stay. For the avoidance of doubt, if you withdraw from your LSE Summer School programme, you must notify us and no refund will be due.

Events beyond our Reasonable Control

We shall not be in breach of these terms, nor liable for any failure to perform any of our obligations in relation to your Booking (such as the provision of room(s) and/or other products and/or services and/or extras) due to any adverse event, act, omission or accident which happens which is beyond our reasonable control including, but not limited to, flood, earthquake, extreme adverse weather conditions, natural disasters, pandemics, other acts of God, acts of terrorism, interruption or fire (except by way of our default) or failure of (except by way of our default) electric power, gas, water, or other utility service, plant machinery, computers, vehicles or any collapse of building structures. You are reminded to purchase travel insurance against such instances, whether travelling as an individual or as part of a group."

7. YOUR STAY IN LSE RESIDENCES

7.1 CHECK IN TIME

You are welcome to check in after 15:00hrs on the day of arrival. Each hall will have different times; please check your Confirmation letter carefully.

7.2 CHECK OUT TIME

Accommodation must be vacated by all guests by 10:00hrs on the day of departure. Checking out after 10.00hrs will incur a charge of one further night's accommodation. Should you fail to check out on the agreed date, personal possessions will be packed and removed from the room.

7.3 ROOM CONDITION

Your room will be provided to you in good, clean working order. You are expected to maintain your room, and any communal areas, in good order, in a clean and tidy condition, for the entire duration of your stay.

Rooms that are vacated that require additional staff time and effort to return them to good order will incur the following charges:

- Repair or replacement of furniture, fixtures or fittings – actual cost, plus VAT, from LSE nominated suppliers;
- Loss of revenue – for each additional day that a room is out of service as a result of repair or replacement of furniture, fixtures or fittings as a result of guest damage the daily rate for that room will apply;
- Administration charge – £25 per person.

7.4 LOSS OF ROOM KEY

You shall pay a replacement charge if your room key is lost. If the lock needs to be changed, additional charges will apply. Please refer to the LSE Summer School Residences Regulations for further information at Annex A.

7.5 REGISTRATION/BREAKFAST CARD

Registration cards must be carried at all times while on the premises. Lost registration or breakfast cards will incur a charge of £5 per person, plus an additional daily breakfast charge for each remaining day of the entire stay. Please refer to the LSE Summer School Residences Regulations for further information at Annex A.

7.6 REFUSAL OF ENTRY

The Hall has the right to refuse entry to any additional person that has not made a reservation.

7.7 GUESTS

No overnight guests are allowed.

7.8 FIRE SAFETY

Smoking is not permitted in any LSE building or enclosed outdoor space, e. g. garden. It is a serious breach of fire safety regulations for student halls of residence. Furthermore, UK law prohibits smoking in any building of a publicly funded organisation or in the workplace. **You can expect a substantial financial penalty if you are caught smoking in any LSE residence.**

7.9 LSE RESIDENCE REGULATIONS

Living in a communal setting can present challenges. In order to create an environment that every Summer School student can enjoy, there are a set of simple residence regulations which you are expected to follow. These residence regulations form a further part of your booking terms and conditions, and are available at Annex A.

7.10 PROHIBITED & RESTRICTED ITEMS

There are a number of items prohibited or restricted for use in the UK which may be everyday items in other countries. For the most current listing of these items, please review UK Customs website.

7.11 INSURANCE

You are advised to take out insurance for you and your possessions for the duration of your stay, and for your travel to and from LSE residences.

7.12 USE OF ROOM

You shall not use the room or permit the room to be used for any purpose other than as a dwelling. No trade, profession or business is permitted

7.13 PERMISSION TO RESIDE IN LSE ACCOMMODATION

The provision by the LSE of accommodation shall be by way of non-exclusive licence only and the accommodation shall be used only by individuals named on booking, if, and only if, these individuals

become registered LSE Summer School 2017 students.

You shall notify the members of your party of this condition and shall indemnify and hold the LSE harmless against any costs, proceedings, losses or expenses whatsoever arising from failure by you or any member of your party to observe this condition or from any other use of the accommodation and facilities provided by the LSE in a manner inconsistent with the granting of a non-exclusive licence only.

8. GENERAL INFORMATION

8.1 LIABILITY

- a) The LSE does not accept liability for loss or damage to property brought on to premises;
- b) The LSE excludes all legal liability for any loss arising because of fires, flood, strike or other occurrences over which the LSE has no control, which may cause the Hall to be closed (temporarily or permanently) or the provision of accommodation to be interrupted or cancelled;
- c) The applicant shall be liable for and shall indemnify and hold harmless the LSE and its Officers in respect of any loss, damage or personal injury consequent upon the use of the LSE premises by members of his/her party or by any other person resorting to the room by reason of the use thereof by the applicant.

8.2 NOMINATED AGENTS

If the booking is made by an agent, or any other person acting on behalf of the applicant or guest, the agent is agreeing to these terms and conditions on behalf of the guest.

8.3 INDEMNITY

You shall indemnify and hold the LSE harmless from and against any costs, claims, proceedings, losses or expenses whatsoever arising from any breach of these Terms and Conditions.

8.4 ALTERNATIVE PROVISION

LSE retain the right, and will endeavour to offer, alternative rooms of equal or near equal standard, in the event of a service failure or closure.

8.5 EQUALITY STATEMENT

LSE seeks to ensure that people are treated equitably, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, sexual orientation or personal circumstances.

9. SERVICE COMPLAINTS

In the event that you are dissatisfied with a service or facility in your room or in the hall, then please ask for the Front of House Manager at the Reception desk. Reporting it directly to us during your stay gives us an opportunity to put things right for you.

10. FEEDBACK

Should you have any comments or feedback on your booking with LSE Residential Services, please feel free to contact residences.complaints@lse.ac.uk. You should also review the [Student Charter](#).

11. GOVERNING LAW

These conditions comply with the Consumer Protection (Distance Selling) Regulations. These Terms and Conditions and any booking accepted in accordance with them, are governed by the laws of England and Wales and the Courts of England and Wales shall have exclusive jurisdiction.

END

Annex A

LSE Summer School Residences Regulations

1. INTRODUCTION

1.1 These LSE Residences Regulations are to be read in conjunction with your Non-Exclusive Licence and the Accommodation for LSE Summer School 2017 Booking Terms & Conditions. As such, you must comply with these Residence Regulations at all times and the Terms and Conditions relating to your specific Accommodation.

1.2 Please note that each accommodation will also have house rules in place. The latest house rules are available from the webpages of the relevant accommodation. It is your responsibility to ensure that you are familiar with the latest house rules relating to your Accommodation.

2. THE ACCOMMODATION

2.1 The Accommodation is part of the School's property and is administered by the School's appointed officers.

2.2 While the Warden is generally responsible for handling all resident matters relating to the Accommodation, there may be instances where the Warden, their nominee or a manager will escalate incidents to other officers within the School; including but not limited to Summer School Academic Advisors and managers. You will be notified when a matter is escalated.

2.3 The School's Residential Services Office is responsible for the administration of Accommodation bookings.

3. RESIDENTS

3.1 Only registered LSE Summer School 2017 students are eligible to be a Resident.

4. REALLOCATION OF PREMISES

4.1 There may be circumstances whereby you will be required to move to alternative Premises. In such an event, the School reserves the right to require you to move to alternative Premises of equal or near equal standard.

4.2 Where possible, the School will provide an alternative Agreed Room Type. However, the School reserves the right to change the Agreed Room Type; and, in these circumstances, the Fees may be:

4.2.1 Reduced (if the standard fee for the new room type is less than the Fees); or

4.2.2 Increased (where the change in Agreed Room Type is at the request of and confirmed with the Resident).

5. USE OF ACCOMMODATION

5.1 The Premises and the Accommodation may only be used for domestic residential purposes and is not to be used for any trade, business or profession.

5.2 The School operates a zero tolerance policy with regard to drugs and firearms which will be enforced without regard for personal views or opinions, according to English law. All drugs, controlled substances, firearms, explosives, knives, fireworks, chemical, projectile devices and other dangerous substances, articles and weapons are banned from being carried, stored, used or sold/exchanged in any Accommodation. In all cases, the police will be notified and all relevant information passed to the School authorities. Any Resident found in contravention of this Regulation will be subject to disciplinary action under the Summer School Terms and Conditions, section 4, Disciplinary Procedures.

5.3 You must not hang or allow to be hung any clothes or other articles from any part of the Accommodation.

5.4 You must comply with all Regulations imposed by the School in relation to the Accommodation.

6. RESPECT FOR PREMISES

6.1 You must maintain all the contents, fixtures and fittings in a good and clean condition, including the interior of windows throughout your stay and must return the Premises and its contents in a good and clean condition.

6.2 You will be charged the cost of cleaning, repairs or replacement if you fail to maintain the Premises or the Accommodation in accordance with the Non-Exclusive Licence and Terms and Conditions 2016. Charges may be levied on an individual and/or joint basis.

6.3 If you fail to vacate the Accommodation at the end of your Non-Exclusive Licence, the School reserves the right to charge an additional daily charge. Check out time is 10am.

6.4 You must not create any blockages or other obstruction in the showers, baths, sinks, lavatories and cisterns in the Accommodation.

7. YOUR BEHAVIOUR AND COMMUNITY LIVING

7.1 Summer School Terms and Conditions make clear the standards of behaviour expected from students. These standards apply in the halls of residence too. In particular, attention should be paid to paragraphs 4.5 to 4.14 which outline the Summer School Student Code of Conduct. Please refer to our code of conduct by clicking [here](#).

7.2 You are required to be considerate of the needs of other Residents.

7.3 You must not make unreasonable noise (as determined by the School) at any times and after 11pm/before 8am must not make any noise which disturbs other Residents.

8. GUESTS

8.1 No person, other than the Residents, may reside in the Premises or the Accommodation.

8.2 Day guests (a maximum of 2) are permitted between 10am and 11pm and should sign in and sign out.

8.3 No overnight guests are allowed.

8.4 Residents will be held responsible for the conduct of their guests and are liable for any costs arising from the misconduct of their guests (whether accompanied or not by the Resident).

8.5 Residents in rooms for more than one person must show due and reasonable consideration for their roommate(s); for example, they must not invite guests to their rooms at unreasonable times.

9. COMMON AREAS: USE OF RESTAURANT, LOUNGES AND ALL COMMON AREAS

9.1 You will be jointly responsible for the common areas and may be required to contribute to costs incurred in the cleaning, repair and maintenance of these common areas.

9.2 You must not damage the common areas or remove any items from them. Individuals identified as being responsible for damage shall be required to pay the full cost of repairs or maintenance.

9.3 Alcohol is banned from all restaurant, lounge and common areas, except spaces designated as licensed premises, i.e., those areas licensed to sell alcohol.

9.4 Kitchens should be kept clean and tidy and it is your responsibility to do so.

10. PROHIBITED AREAS

10.1 You are prohibited from entering any areas of the Accommodation marked 'Private', 'Staff Only' or 'No Entry', or where Residents have been advised that entry is prohibited. These areas may be designated at any time by the Warden or a manager.

11. FIRE SAFETY

11.1 You must not move, tamper with or in any way interfere with fire or other safety equipment and systems anywhere within the Accommodation. This includes blocking fire exits and propping open fire doors.

11.2 You must comply with all fire rules and regulations imposed by the School or any relevant authority.

11.3 Costs incurred by the School as a result of any breach of paragraph 9.1 or paragraph 9.2 will be passed to the residents of the Accommodation. Individuals identified by the School as being responsible for such costs will be required to pay the full cost themselves.

11.4 The Head of Residential Life will terminate the Non-Exclusive Licence with immediate effect if you breach any of the fire safety regulations.

12. SMOKING

12.1 There is a no-smoking policy in operation across all School buildings, including all Accommodation, in line with English law. Smoking is banned in all areas, including individual Premises, common areas or pavements immediately outside all Accommodation.

12.2 Smoking is considered a breach of these regulations that might result in a health and safety or fire hazard. The School will terminate the Non-Exclusive Licence if the Resident breaches any of these smoking regulations.

13. HEALTH AND SAFETY

13.1 It is the responsibility of all Residents to report promptly any fault or damage detected in the Accommodation which might constitute a health or safety hazard to the office/reception of the Accommodation or the Residential Services Office.

13.2 Any incident or situation where:

13.2.1 The emergency services (police, fire or ambulance) are called to the Accommodation, or;

13.2.2 First aid is administered;

must be immediately reported to the office/reception of the Accommodation.

14. WINDOWS

14.1 You must not remove or tamper with any window restrictions. If any restrictors/locks in the Premises are damaged, you will be charged the full cost of replacement and any damage to the window. If any restrictors/locks in the Common Areas are damaged the residents shall be jointly responsible for the costs. Individuals identified by the School as being responsible for damage caused shall be required to pay the full cost of repairs or maintenance themselves.

14.2 You must never throw anything out of the windows.

15. ACCESS TO ROOMS

15.1 The School reserves the right for authorised members of staff or their nominated representatives for all purposes, including but not limited to:

15.1.1 Inspect the Premises and the Accommodation to ensure compliance with the Non-Exclusive Licence;

15.1.2 Inspect the conditions of the furniture, fittings and decorations;

15.1.3 Effect any repairs that may be necessary and undertake any work involving structure or other facilities of the Accommodation;

15.1.4 Clean the Premises.

15.2 You are required to maintain the Premises as a safe environment for all authorised people entering and working on the Premises (for example, by ensuring that cables to personal electrical equipment are safe and not trailing).

15.3 You must comply with any direction or requirement of the Warden or their nominee which is given to ensure compliance with the Non-Exclusive Licence.

15.4 When we visit the Premises, you shall be informed at the earliest opportunity.

16. DECORATION/ ALTERATION

16.1 You are not permitted to carry out any decoration or alteration or make any repairs to the Premises or the Accommodation.

16.2 Anything that might damage walls, wardrobes, doors and other surfaces when affixing posters, photographs etc. are not permitted. All adhesive materials must be removed from the walls and other surfaces before the Resident departs and at the end of the Non-Exclusive Licence. Failure to comply with this requirement will result in a cleaning charge.

17. NEXT OF KIN

17.1 Residents are asked to inform Residential Services and the Summer School Office of any change of name and address of their next of kin or named representative, so that they may be contacted in case of emergency. This should be done by email to residential.life@lse.ac.uk and summer.school@lse.ac.uk.

18. PETS

18.1 No pets or other animals, insects, reptiles or birds shall be kept in any part of the Accommodation. Summer school students with companion or working animals are advised to contact residential.life@lse.ac.uk to discuss their requirements.

19. MAINTENANCE

19.1 You must notify the School of any damage, breakage and defect within the Premises or elsewhere in the Accommodation within 24 hours of your arrival.

20. KEYS/CARDS

20.1 You will be provided with keys/cards for access to your own Premises and the main door/s of the Accommodation. Where applicable you will also be provided with a mail box key.

20.2 A charge will be applied for the cost of replacing any keys/cards which are lost or not returned when you check-out.

20.3 You must ensure the Premises are locked when you are not in the Accommodation. Do not give keys to others.

21. SECURITY

21.1 Residents entering or leaving the Accommodation must make sure that the main door/s are closed firmly behind them.

21.2 All liability of the School to Residents for loss or damage to or theft of the Resident's belongings (or those of the Resident's visitors) however arising is excluded. You are strongly advised to purchase insurance for you and your possessions for the duration of your stay and for your travel to/from LSE.

22. LOST PROPERTY

22.1 Perishable or hazardous items left anywhere in the Accommodation without prior arrangement will be disposed of immediately. Please note that the decision as to whether or not property is perishable or hazardous lies at the School's sole discretion.

22.2 Other items of abandoned property may be stored by the School (but without imposing any obligation on the School to do so). The discretion to store an abandoned property lies with a manager.

23. BREACH OF RESIDENCE REGULATIONS

23.1 It is a condition of the Non-Exclusive Licence that a Resident observes the LSE Summer School Residences Regulations.

23.2 The School may terminate the Non-Exclusive Licence with immediate effect if it is deemed that the Resident has committed a breach of these Regulations.

DEFINITIONS

In these Residence Regulations, unless the context otherwise requires, the following words and expressions have the following meanings:

"Accommodation"	means the hall of residence.
"Agreed Room Type"	means the room type specified at the time of booking.
"Common Areas"	means any area outside of the study bedroom within the Accommodation.
"Fees"	means the cost of the room per night.
"Licence Period"	means the period commencing from the start date of your booking to the end date as stipulated in the Non-Exclusive Licence.
"Non-Exclusive Licence"	means the agreement entered into between you and the School to provide accommodation.
"Premises"	means the premises that you are allocated when making a booking for accommodation with the School.
"Resident"	means you; a Registered Student of the School.
"Residential Services Office"	means the Residential Services Office in 3.02 Saw Swee Hock Student Centre
"School"	means the London School of Economics and Political Science.
"Terms and Conditions"	means the Accommodation for LSE Summer School 2017 Booking Terms & Conditions
"Warden"	means the Warden, School Resident or other as appointed by the School.

November 2016